**Short-Term Disability Company Policy**

**Policy Overview**

Our company recognizes the importance of supporting employees during times of temporary disability. This Short-Term Disability (STD) policy outlines the provisions and procedures for employees who are unable to perform their regular job duties due to a non-work-related illness, injury, or medical condition.

**Eligibility**

All regular, full-time employees are eligible for short-term disability benefits after completing the probationary period of [insert specific duration].

**Duration of Coverage**

Short-term disability benefits will typically provide coverage for up to [insert specific number] weeks. However, this may vary depending on the specific circumstances and medical documentation provided.

**Qualifying Conditions**

Employees may be eligible for short-term disability benefits in cases of:

1. Non-Work Related Illness or Injury: When an employee is unable to work due to a non-work-related medical condition.

2. Pregnancy and Maternity Leave: Pregnancy-related conditions are covered as part of short-term disability.

**Reporting and Documentation**

Employees are required to notify their supervisor and the HR department as soon as they become aware of the need for short-term disability leave. Proper medical documentation from a healthcare provider will be required to support the claim.

**Benefits and Compensation**

During the period of approved short-term disability, employees will receive a percentage of their regular salary. The exact percentage and duration will be outlined in the specific short-term disability plan.

**Return to Work**

Employees on short-term disability are required to provide timely updates on their progress and anticipated return-to-work date. A medical clearance from their healthcare provider may be necessary before returning to their regular job duties.

**Coordination with Other Benefits**

Short-term disability benefits may run concurrently with other applicable benefits, such as sick leave, vacation time, and any applicable state disability programs.

**Review and Approval**

All requests for short-term disability will be reviewed and evaluated on a case-by-case basis. Approval is subject to the submission of appropriate medical documentation and compliance with company policies.

**Confidentiality**

All medical information provided for short-term disability claims will be treated with the utmost confidentiality and will only be shared with relevant HR personnel on a need-to-know basis.

**Procedure**

When an employee wants to have short-term disability coverage they must contact the Human Resources Department to sign up before they need it (usually during the initial enrollment period and/or after the minimum service period). Those who have not signed up for coverage, meaning premium payments on their behalf will not have been made, are not eligible for short-term disability pay.

In cases, an employee becomes temporarily disabled, the following procedure must be followed:

* The employee must notify the appropriate office (usually HR) for their disability to apply for short-term disability coverage
* The employee must provide medical documentation that will describe the disability and provide an estimation of the expected duration of the disability. Consultation from a physician may also be needed
* The employee will be given legal forms to complete (e.g. Family and Medical Leave application form)
* The employee will be notified if they are eligible for short-term disability benefits
* The employee will use their sick leave and 50% of their paid time off before they can receive short-term disability benefits
* After this period and after the whole of the elimination period has elapsed, the employee may start collecting short-term disability checks
* The employee may be required to report on their condition periodically
* The disability leave may be extended without additional pay, if the employee’s disability falls is covered under relevant law.

**Policy Revisions**

This Short-Term Disability policy may be subject to periodic review and updates. Any changes will be communicated to employees in a timely manner.

By adhering to this policy, our company aims to provide support and assistance to employees facing temporary disabilities, ensuring their well-being and facilitating a smooth return to work.